

Stowmarket U3A Groups- RISK ASSESSMENT FOR a VENUE including MONTHLY MEETINGS AND COMMITTEE MEETINGS

This risk assessment covers a venue. It may be necessary to amend the risk assessment depending on the exact nature of the building, for example, whether the venue is a member's home or a public building.

Date : Various Name of Event: Monthly Meetings and Committee Meetings Venue: Monthly Meetings at URC, Stowmarket; Committee Meetings various in small meeting rooms (e.g. library meeting room)			Risk Assessment Number: Completed by: Keith Shelton Checked by:		
Hazard	Risks Arising from Hazard	Persons at Risk	Risk Rating (H,M,L)	Control Measures	Action needed on the day

Section One: Travel to the Event					
Adverse weather conditions	Storms, heavy rain, snow, frost, fog, high winds, or extreme temperatures (low or high)	All	Low	Monitor weather forecasts and conditions Identify any weather warnings which have been issued Encourage members to monitor, for themselves, weather conditions (for example using Met Office App/Website). Encourage members to have mobile phone with them and to have a list of contact numbers for members Encourage car sharing to minimise solitary driving Cancel if considered that the weather conditions pose too much of a safety risk	Check that those members, who have indicated that they are attending, are present. Attempt to contact absentees Cancel if conditions pose too much of a safety risk
Poor road conditions	Flooding, snow or ice accumulation, fallen trees, potholes, or road closures	All	Low	Take reasonable steps to monitor traffic reports, road conditions and any road closures along the main routes to the venue Encourage members to monitor for themselves, road conditions (for example using Google) Inform members of any road closures or issues identified and where possible offer alternative routes	
Distance and parking	Lack of safe parking	Drivers in the group	Low	Try to identify location of a safe and ample parking area near the venue. If parking is limited, encourage car sharing Try to create a climate whereby if any member is unsure or not confident about coming to the venue, that it is OK to withdraw at any stage and not attend	Inform members of safe parking areas

Section Two: The Venue					
Venue	Hazards in and around the venue Unfamiliarity with the building and procedures in case of emergency	All group members, visitors, speakers, increased risk for those unfamiliar with the building	Low	Consider need for wheelchair access Check areas are free from (remove if possible) obstructions and trip hazards. Identify emergency exits, fire extinguishers, first aid equipment Kitchen area (if required) is clean and equipment safe, by visual inspection Note any notices/certificates displayed e.g. explaining fire drills/routes	Brief group in emergency procedures and key locations in the building e.g. toilets Ensure emergency exits are unobstructed and open, first aid equipment is available Toilet facilities are available Visually inspect equipment
Movement	Injury following slips, trips, falls, from spillages or contact with unseen items	All group members, increased risk for those with balance or mobility issues	Medium	Group members are asked to take care and be mindful of any surfaces which might be hazardous –e.g. uneven or wet floors/ground, steps, inclines Encourage group members to look out for hazardous terrain and to warn others if potential hazard spotted and offer assistance as appropriate Ensure group members wear footwear suitable for the activity Consider alternative safer routes if necessary	Brief group as early as possible and at the start of the activity Identify and be mindful of any group members who are particularly susceptible
Tools and Equipment	Defective equipment or misuse of equipment	All equipment users	Low	Ensure all users are trained/shown to use the equipment (where appropriate) (Do they need to remove jewellery, tie back long hair etc.)	Visually check all equipment that will be used.
Moving of furniture and setting up of room	Personal injury	All group members	Low	Members move only that furniture or equipment that is within their capabilities and strength. Where appropriate, members shown how to set up specific items of furniture and equipment	Monitoring of moving of furniture. Intervene where necessary to show techniques. At monthly meetings provide chairs with arms for those who request one. Keep aisles clear
Other People/Groups using the venue	Aggressive behaviour; expression of annoyance	All group members	Low	Keep group together where appropriate Be considerate of others – avoid blocking entrance ways or making unacceptable noise Move past any potentially threatening group, avoiding eye contact Have a charged mobile phone to hand	Brief group to be mindful and supportive of each other and considerate to other users
Making Food and refreshments	Food poisoning, burns, scalds	All group members	Low	If group are responsible for making refreshments etc. then visually check appliances, cleanliness, and make preparation area as safe as possible. Observe rules of hygiene	Check equipment and preparation area

Section Three: The Journey home					
Adverse weather or road or driving conditions	The weather has worsened significantly since travelling to the event A member does not feel confident to travel home	All, especially drivers in the group	Low	Encourage a climate where it is OK for members to share when they are feeling uncomfortable or not confident about travelling home. Encourage a buddy system, where a member pairs up with (an)other member(s) for support and assistance if needed. If weather conditions become extremely hazardous, encourage members to delay travelling home until the situation changes to safe conditions	Evaluate the present weather conditions. If weather conditions have significantly worsened since the beginning of the event, inform members and check if any have concerns about travelling home and connect with a buddy as appropriate. If deemed appropriate, advise delaying the start of travelling home and discuss with members alternative actions for ensuring their continued safety Encourage collective decision-making

Guidelines

<ul style="list-style-type: none"> • Monitor weather conditions • Where appropriate, and especially with a new venue, visit the venue beforehand and identify any additional hazards (and include them in the risk assessment) • Identify where emergency equipment is located in the building e.g. fire exits, fire extinguishers, first aid equipment • Keep a register of group members • Ensure group members are U3A members or bone fide visitors • Brief all group members at the beginning of the activity • Carry charged Mobile phone(s) • All group members are responsible for their own belongings/equipment and their own behaviour – but as a supportive group encourage them to keep an eye on each other and support appropriately • After the event or periodically, evaluate or ask for feedback to consider how the experience and risk assessment can be improved 	<p>Nearest Hospitals: Ipswich Hospital, Heath Road – tel. 01473 712 233, Bury St Edmunds, Hardwick Lane - tel. 01284 713000, Colchester General, Turner Road – tel. 01206 747474, Norwich & Norfolk, Colney Lane - tel. 01603 286286</p> <p>Nearest Police Station: Suffolk Constabulary Police HQ at Martlesham: 01473 613 500 (or 999) in an extreme emergency.</p>
---	---

Revised 21/04/2024